

Psychology Experiment Instructions that allow you to delete an experiment that you previously signed up for, if a scheduling conflict or emergency occurs. This will tell the experiment instructor that you will not be attending the scheduled experiment.

### How to delete a Sign up for Signupgenius.com:

1. Go to the Signup Genius website at <http://www.signupgenius.com>.
2. Click the “MY ACCOUNT” tab.



**ALREADY A MEMBER?**

**Member Login**

Email

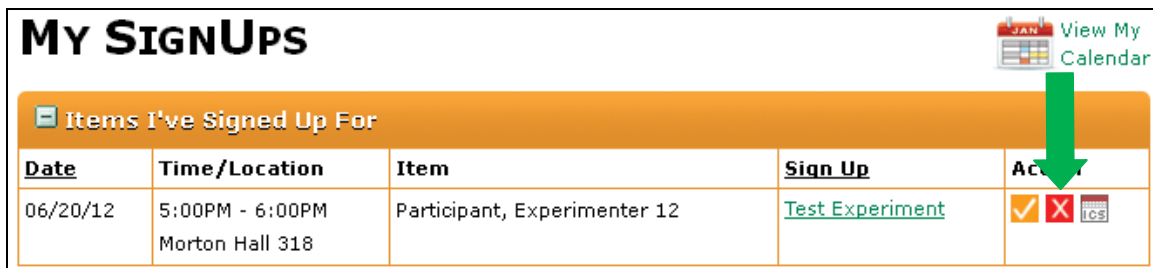
Password

☐ Remember me on this computer

**LOGIN**

[Forgot your password?](#)

3. Go to “ALREADY A MEMBER?” in the upper right hand, and type in your Email and Password from the Creating a Login steps.
4. Click the orange “LOGIN” button.



**MY SIGNUPS**


[View My Calendar](#)

**Items I've Signed Up For**

Date	Time/Location	Item	Sign Up	Action
06/20/12	5:00PM - 6:00PM Morton Hall 318	Participant, Experimenter 12	<a href="#">Test Experiment</a>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. Under the “MY SIGNUPS” heading, you will find the list of the experiments that you have signed up for. Inside the orange box that is titled “Items I’ve Signed Up For” on the far right hand side is the Action column. Click the Red button marked with a white X. It is the ‘Cancel Signup’ button. You will get a confirmation screen that looks like below:

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**Psychology Signups**  
**TEST EXPERIMENT**

**Are You Sure?**

Are you sure you want to delete your sign-up for "Test Experiment"?

6/20/2012 (Wed) 5:00PM - 6:00PM - Participant - Morton Hall 318

This sign up will be permanently removed. There is no undo.

☐ Send notification to the sign up administrator (Karl Kuberg) with the following comment:

**YES - DELETE** **No - Cancel**

6. The new screen will appear that ask Are You Sure? Check the box for “Send notification to the sign up administrator (Administrator) with the following comment” if you are cancelling within 24 hours of the start time of the experiment session.
7. Be sure to enter a comment if you are cancelling within 24 hours of the start time of the experiment session.
8. Click the white box labeled “YES-DELETE” to confirm and delete the signup.



The sign up was deleted.

**Psychology Signups**  
**TEST EXPERIMENT**

**Description**

**DATE:** 6/20/2012 (Wed 5:00PM - 6:00PM)

**LOCATION:** Morton Hall 318

**CREATED BY:** Karl Kuberg [CONTACT ME](#)

Available Slot	Participant (2)
	Experimenter 12
	 <b>Already Reserved</b> <b>Sign Up</b>

9. The final page will appear confirming that “The sign up was deleted.”